

INDIAN SOCIETY OF ATOMIC & MOLECULAR PHYSICS

1. Memorandum of Association
2. Rules and Regulations

Memorandum of Association

INDIAN SOCIETY OF ATOMIC AND MOLECULAR PHYSICS

1. The name of the organization shall be Indian Society of Atomic and Molecular Physics, hereinafter referred to as the "*Society*".
2. The registered office of the Society shall be located in Ahmedabad in the state of Gujarat and until otherwise determined shall be situated at Physical Research Laboratory, Ahmedabad- 380009.
3. The aims and objectives of the Society shall be promotion of Atomic and Molecular Physics and related branches of science in India. The functions of the Society in pursuance of this objective shall be:
 - i To encourage the study of all aspects of Atomic and Molecular Physics and help towards the advancement, dissemination and application of the knowledge of Atomic and Molecular Physics,
 - ii To promote active interaction among all persons, bodies, educational and research institutions (Private and/ or state owned) and industries interested in item 3 (i) ,
 - iii To issue such publications (e.g. newsletters, reports, bulletins, journals incorporating research and teaching ideas, reviews, new developments etc.) from time to time, as may be decided upon by the Executive Council of the Society, in pursuance of item 3 (i) ,
 - iv To hold periodic scientific meetings in Atomic and Molecular Physics in different parts of the Country,
 - v To hold and sponsor topical meetings along with similar organizations and also to participate in holding International Meetings in India,
 - vi To encourage coordinated research programmes among Atomic and Molecular Physicists in India and Exchange of research personnel between research institutions and Universities in India,
 - vii To keep liaison with other atomic and molecular physics societies of the world,
 - viii To institute lectures, prizes and fellowships,
 - ix To secure grants, funds and endowments and administer the same for the furtherance of the above any or all aims and objectives,

x To frame, adopt and/or sanction rules and regulations whereby the Society may think fit to guide itself or whereto the said Society should conform or have resource to in the carrying out of its objectives and/ or otherwise and from time to time vary, alter or confirm one or other of such rules and regulations, and

xi To undertake and execute all other acts which shall promote all or any of the aims and objectives of the Society. And it is hereby declared that in the event of an ambiguity in the interpretation of this clause, the clause shall be construed in such a way as to widen and not to restrict the powers of the Society.

4. The business of the Society shall be controlled and conducted by an Executive Council herein after referred to as “*Council*”, to be elected as explained in the Rules and Regulations. The functions and powers of the Council will be as laid down in the Rules and Regulations.

5. Till such time that a regular Executive Council is duly elected within two years from the date hereof the business of the Society shall be controlled and conducted by an Interim Council consisting of the following persons:

S.No.	Name	Office	Address
1.	Prof. N.C. Sil	President	Indian Association for the Cultivation of Science, Jadavpur, Calcutta 700032.
2.	Prof. S.P.Khare	Vice-President	Meerut University, Meerut 250001
3.	Dr. V.B. Sheorey	Secretary	Physical Research Laboratory, Ahmedabad 380009
4.	Prof. S.P. Pandya	Treasurer	Physical Research Laboratory, Ahmedabad 380009

Rules and Regulations of the Indian Society of Atomic and Molecular Physics

Article 1 - MEMBERSHIP

1. The Indian Society of Atomic and Molecular Physics, hereinafter referred to as the "*Society*" shall have the following categories of members: **Regular Members, Student Members, Institutional Members and Donor Members**. The Regular Members shall form the General Body of the Society in which shall vest the primary authority in all matters concerning the Society. The Society shall function through the General Body and through such chapters as may be constituted by the General Body from time to time. For the purpose of managing the affairs of the Society and matters relating to the Society, the General Body shall, from time to time, elect from amongst its members an Executive Council, hereinafter referred to as the Council, in Such manner as hereinafter prescribed in the Rules and Regulations.
2. Admission to all categories of membership shall by the Council only on consideration of applications for such membership. The Secretary shall communicate the decision of admission on an application within one month after the decision is taken. A newly admitted member must pay the admission fee and annual subscription within two months of admission to membership failing which his admission to membership stand cancelled.
3. The admission fees and annual subscription to the various categories of membership shall be as listed in Article IV of the Rules and Regulations.
4. The eligibility and procedure of admission for various categories of membership shall be as follows:
 - a. **Regular Members:-** Any person who is associated with research in any aspect of Atomic and Molecular Physics or related branch of science shall be eligible for regular membership of the Society. An application for regular membership must be supported by atleast two regular members. A regular Member shall have the right to attend Meetings of the General Body and to vote and shall be eligible to hold an elective office.

A Regular Member of the Society may be admitted by the Council as a Life Member on payment of such lumpsum amount as may be determined by the Council.

- b. **Student Members:-** Any person studying Atomic and Molecular Physics or related branch of science at post-graduate or doctoral level may be admitted as a student member for such period until he/she becomes eligible for regular membership or his/ her age does not exceed 26 years, whichever is earlier. An application student membership should be supported by atleast by two regular members. A student member shall have no right to attend business meetings of the General Body or to vote or to hold an elective office.
 - c. **Institutional Members:-** A research institute, an educational institution, a recognized statutory body, a department of the Central or State Government, or a registered commercial or industrial undertaking associated with any aspect of Atomic and Molecular Physics and its applications, shall be eligible to apply for Institutional Membership. They shall be entitled to send one representative to the General Meeting of the Society but he/she shall not have the right to vote or hold an elective office.
 - d. **Donor Members:-** Any person who donates a sum specified in Article IV to the Society shall be eligible for admission as a Donor Member. Such a member shall have all the privileges of a Regular Member except the right to vote or to hold an elective office.
5. A member whose annual subscription ha been in arrears for a period exceeding three months shall be deemed to have lost his/her membership and shall not be entitled to the right to vote or to hold elective office or to participate in business meetings of the Society. He/She may however be readmitted to the Society without paying the admission fee provided he/she pays all the arrears up to the date of his/her readmission.

Article II - EXECUTIVE COUNCIL

- 1. The executive Council, hereinafter referred to as the “*Council*” shall consist of nine elected members. There shall be a President, a Vice-President, a Secretary, a Treasurer and five Councillors, one of whom shall be the immediate past President.
- 2. They shall be elected/nominated according to the rules given in this article from among the regular members of the Society; however the first executive Council shall be constituted as prescribed in the Memorandum.
- 3. The terms of office shall be two years for all the members of the Executive Council.

All the office bearers shall be eligible for re-election. The President and Vice-President shall not be eligible for immediate re-election for the same post. The Secretary and Treasurer shall not be eligible for immediate re-election to the same post after serving for two consecutive terms.

4. Elections shall be held approximately once every two years during one of the biennial National Meetings of the Society.
5. The Council may co-opt additional members if necessary, to assist in specific activities of the Society. A co-opted member shall not have voting rights in the Council.
6. A vacancy occurring in the Council between the elections may be filled temporarily by nomination by the Council until the time of next normal election or for a shorter period as the Council may decide.
7. **Elections and Nominations:-** The procedure to elect the office bearers and other members of the Council shall be as follows:
 - a. In order to conduct the elections, the Council shall appoint two Returning Officers from amongst the members who are themselves not members of the Council or seeking elections to the Council. The Secretary shall assist in the holding of elections and provide any necessary information.
 - b. Nominations for the office bearers shall be made over the signatures of atleast two members with voting right.
 - c. Written consent of the member being nominated shall be obtained for all nominations.
 - d. The Returning Officers, after scrutiny of the eligibility of the members, shall cause to be provided to the all eligible voters present in the National Meeting, ballots listing names of all candidates for the elective offices, with appropriate instructions.
 - e. The Returning Officers, shall after the receipt of the ballots, check and count the votes, and make the results available to the members. Election shall be decided on the basis of the number of votes polled by the candidate, tie votes being decided by a chance procedure if the need arises.
 - f. If no valid nominations or insufficient valid nominations are received for the Council members by the deadline set for receiving the nominations, The Council shall have the responsibility to make the appropriate nominations, in which case the Secretary shall inform the members accordingly.

- g. The elected officers and other members of the Executive Council shall be notified by the Secretary immediately after the election. The Council members and officers shall accept in writing within one month of the notification the office or membership of the Council shall be deemed to have been vacant.
- h. In the event of death or resignation of the President, the Vice-President shall take over as President until the time of next normal election of the President. All other vacancies in the Council shall be filled according to the procedure mentioned in Clause (6) .
- i. The time schedules mentioned in the above paragraphs are meant to serve as guidelines only and the departure from strict observance of the same shall not invalidate the elections.
- j. The newly elected members of the Council shall normally assumed charge from their outgoing counterparts at the end of the closing function of the concerned National Meetings of the Society.

Article III - FUNCTIONS OF THE COUNCILS AND ITS OFFICERS

1. The powers and functions of the Council shall be as follows:-
 - a. to initiate, undertake and supervise activities of the Society which are conducive to the achievement of the aims and objectives of the Society as specified in the Memorandum,
 - b. to arrange periodic scientific and other Meetings as prescribed in Article V of the Rules and Regulations,
 - c. to appoint Editors and if necessary an Editorial Board for each of the publications of the Society,
 - d. to appoint sub-committees, panels etc. from amongst the members of the Society for specific purposes,
 - e. to establish liaison with such other academic and other bodies as is considered in the interests of the Society and to decide upon the representation of the Society on such bodies,
 - f. to award grants, prizes etc. for promoting the aims and objectives of the Society,
 - g. to interpret the Memorandum and Rules and Regulations of the Society subject to the provisions of the Societies Registration Act XXI of 1860 and if

necessary to make, alter and repeal Rules and Regulations and to frame bye-laws in order to administer and regulate the business of the Society and its chapters if any in the best interests of the Society and in pursuance of its objectives and subject to confirmation by the General Body of the Society,

- h. to admit members according to Article I of the Rules and Regulations,
 - i. to collect and/or accept funds for the Society by way of subscriptions, donations, grants, gifts etc.,
 - j. to administer the funds of the Society and to make rules for the same,
 - k. to make the budget and incur expenditure for conducting the business of the Society,
 - l. to prepare the annual statements of accounts and annual report on the activities of the Society,
 - m. to form a Standing Finance Committee of the Council for scrutinizing the accounts of the Society and to appoint Chartered Accountant(s) as Auditor(s) for auditing the accounts of the Society and,
 - n. to make cognizance of and to deal with any matter, affecting the Society which may be brought to its notice.
2. The Council shall hold regular meetings at such times as are necessary to carry out the business of the Society.
3. The responsibilities of the Office Bearers of the Council shall include the following in addition to those prescribed in Articles IV and V.
- a. **The President:-** The President shall preside over all the Meetings of the Society and act as Chairman of the Executive Council. Whenever it is necessary he may delegate his powers to the Vice-President. In the absence of both the President and the Vice-President, the members present may elect one of the Council members, who is present as Chairman for that particular meeting.
 - b. **The Vice-President** shall assist the President in all matters and in the absence of the President he shall perform the duties of the President.
 - c. **The Secretary** shall (i) be in charge of all correspondence and records of the Society, (ii) convene and, as far as possible, attend all General Meetings of the Society and the Council and keep their minutes. (iii) execute the programme of action decided upon by the Council, (iv) exercise general supervision over the affairs of the Society, (v) prepare annual report on the activities of the

Society, and (vi) handle legal matters relating to or affecting the Society. He shall be an ex-officio member of all the Sub-committees of the Society. During the periods of absence of the Secretary or his non-availability for any reason, he may nominate another member of the Council for a particular purpose.

- d. **The Treasurer** shall (i) receive all the sums of money due to the Society and issue receipts thereof, (ii) keep all Accounts of the Society and prepare annual statement of accounts for submitting to the Council and to the Auditors, (iii) prepare in consultation with the Secretary the annual budget of the Society for presentation to the Council, (iv) prepare the lists of defaulting members and (v) disburse sums due from the Society according to the rules given in Article IV of the Rules and Regulations. During the periods of absence of the Treasurer or his non-availability for any reason the Secretary shall perform the duties of the Treasurer.

4. The President, the Secretary and the Treasurer shall act as an Ad hoc Committee of the Council for disposing off minor matters which in their judgment, do not call for submission to the entire Council. The acts of the Ad hoc Committee shall be reported during the next meeting of the Council.
5. The Executive Council shall form an Advisory Committee to advise it on the scientific programmes of the Society. This advisory Committee shall be nominated by the Executive Council taking care that there is representation from each active centre in India. The Secretary of the Council keep members of the Advisory Committee informed about the decisions taken by the Executive Council.
6. An office bearer or any other member of the Society shall not receive, directly or indirectly, nay salary, compensations or emoluments from the Society unless authorized by the Council.
7. The members of the Council or of duly appointed subcommittees and panels shall not be held liable in respect of any act done in good faith.

Article IV - FINANCES

1. The admission fee and subscription for each category of membership shall be as follows:-

Category	Admission Fee	Annual Subscription
Regular Member	Rs. 10/-	Rs. 25/-
Student Member	Rs. 10/-	Rs. 10/-
Institutional Member	Rs. 10/-	Rs. 500/-
Donor Member	Rs. 1000 or more	- Nil -
Life Member	Rs. 250/-	- Nil -

These amounts may be altered by the Council if and when necessary.

2. The annual subscription shall be for the calendar year. Subscription for a calendar year shall become due on 1st day of that calendar year.
3. The Treasurer may keep a small amount of money with him as cash to incur sundry expenditures but the bulk of the sums received by the Treasurer on behalf of the Society shall be deposited in a Bank Account in the name of the Society in any of the Nationalized Banks. The Bank Account shall be operated by the Treasurer jointly with the Secretary, or the President. Out of the budgeted provision, disbursements below Rs. 2000/- under any "Head" may be authorized either by the President or the Secretary, but individual disbursements exceeding Rs. 2000/- must be approved by both the President and Secretary.
4. The Council may, from time to time, authorize one or more members of the Society to singly or jointly operate subsidiary accounts of the Society for specific purposes e.g. for a publication or a scientific meeting. In such cases, the budgeted amount for the particular activities shall be transferred to the respective subsidiary accounts by the Treasurer. The statement of income and Expenditure of the subsidiary account shall be included in the annual statement of Accounts of the Society.
5. The President may approve payment of travel grants to the members of the Council and of any subcommittee formed by the Council for attending the meetings of the body concerned. Travel grants may also be granted to members of the Society or special invitees for attending Scientific Meetings of the Society.
6. The accounts and vouchers of the receipts and expenditure of the Society shall be subject to the scrutiny of the standing Finance Committee of the Council at such intervals as the Council may prescribe and shall be subject to the annual audit. The annual statements of accounts shall, after professional audit, be included in the annual report of the Society.
7. All sums received as donations, Donor and Life Membership Fees, Admission Fees and any other sums allocated by the Council would constitute a Reserve Fund and generally only the interest therefrom shall be available for the general expenditure

of the Society; this rule shall however not apply to gifts and donations for specific purpose.

8. All securities and funds, which are the property of the Society, shall only be deposited in any of the Nationalized banks in India.
9. The funds of the Society shall be spent for the attainment of the aims and objectives of the Society and no portion thereof shall be paid or transferred directly to any of its members through any means except as provided in para (5) .

Article V - MEETINGS

1. The General Meetings of the General Body shall be of two kinds, *viz.*, Annual and Extraordinary.
2. One-fourth of the total number of regular members or fifteen members, whichever is less, shall constitute a quorum for the General Meeting. In the case of want of quorum the meeting shall be adjourned and the business shall be transacted at an adjourned meeting (for which no quorum is prescribed) or by correspondence as may be decided upon by the members present.
3. An agenda shall be prepared and circulated well in advance of each General Meeting.
4. The Annual General Meeting shall normally be held towards the end of the calendar year for transacting the following business: (i) to elect the office bearers and other members of the Council, if necessary, (ii) to approve the statement of accounts for the previous year and pass the budget for the ensuing year, (iii) to approve the report of the activities of the Society, (iv) to consider any other business brought forward by members and the Council. In case it is not possible to hold annual general meeting the above business shall be completed by correspondence before the end of November each year.
5. An Extraordinary General Meeting may be convened at the request of atleast Six Council members or by a requisition signed by not less than 20 Regular Members for some special business of the Society which should be notified in advance. No other business shall be included in the agenda of the Extraordinary Meeting.
6. The Scientific Meetings of the Society shall be held atleast once in two years on a National basis preferably during the period October to March and more frequently

if necessary. They shall include (i) presentation of original research papers (ii) review talks (iii) lecture courses (iv) progress reports (v) panel discussions on a topical matter and (vi) other scientific matters. The programme of the Scientific Meetings, hereinafter referred to as “*National Meetings*” shall be decided by a sub-committee appointed by the Council.

7. The Executive Council shall meet atleast once a year. In the year the National Meeting is held it shall meet during the same time. In other years it shall hold its meeting at a suitable place decided upon by its members. In case a Councillor is unable to attend a meeting, he/she shall nominate a person for this purpose other than a member of the Society.
8. Usual parliamentary procedures shall be followed at all meetings concerned with the Society.

Article VI - GENERAL MATTERS

1. **Assets and Liabilities:-** All assets and liabilities of the Society shall vest in the Council and be managed by it in accordance with the provisions contained in these Rules and Regulations.
2. **Litigation:-** The Society can be dissolved only at an Extraordinary General Meeting of the Society, called specifically to consider the issue and attended by atleast three fourth the number of regular members on the rolls at the time. Consent of atleast 75 per cent of the members present shall be necessary for the resolution to be declared carried.

In case the Society has to be wound up the property and funds of the Society that will remain after full satisfaction of the liabilities of the Society will be transferred to some other Society in the Country, with similar aims and objectives.
3. **Amendments:-** No amendment or alteration shall be made in the Memorandum and Rules and Regulations of the Society unless it is supported by two-third of the regular members recording their votes at a General Body Meeting convened for the purpose and confirmed in a subsequent special meeting. The notice of the amendments alongwith a voting paper shall be sent to all regular members atleast one month in advance of the date of the meeting and at the time of counting the votes cast by mail shall be counted alongwith the votes cast in person by the members.

4. The Registered Office of the Society shall be in Ahmedabad and until otherwise determined shall be situated at Physical Research Laboratory, Navrangpura, Ahmedabad 380009.